

SENIOR ARCHAEOLOGIST (CONTRACT REPRESENTATIVE)

DEFINITION: Under general direction, serves as a contract representative in contracting and securing professional archaeological services to conduct ethnographic surveys and scientific investigative studies of past human activities; develops archaeological contract proposal packages; negotiates contracts with private contractors and federal agencies; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops compliance specifications for projected archaeological and ethnographic projects; determines level and duration of scientific study and incorporates into contract specifications; researches existing records and files for pertinent information; obtains contractual agreements through negotiation; implements contract and associated budgets; coordinates contracting activities with central contracting office of the Navajo Nation and federal authorities; works within confines of Nation and federal laws and statutes; incorporates traditional beliefs and practices of the Nation in the contract process.

Monitors contract work to assure desired scientific information obtained are within project specifications; recommends alternative scientific solutions and/or treatment measures in the preservation or disposition of scientific findings; provides expertise in archaeological excavations and laboratory preparations; reviews and evaluates studies and reports submitted by other staff archaeologist and private contractors; thoroughly evaluates to assure compliance with prescribed contract stipulations; writes and interprets archaeological findings; writes reports in accordance with professional archaeological standards and guidelines; interprets federal regulatory laws; provides monthly reports on contract status.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of archaeological principles, theories, concepts, methodology and techniques.

Knowledge of archaeological and ethnological field and laboratory methods to sufficiently assess and determine archaeological project needs.

Knowledge of research methods to sufficiently support contracting objectives.

Knowledge of federal statutory laws and regulations on archaeological issues.

Knowledge of principles, theories, and methods of contract administration.

Skill in developing, negotiating, awarding, implementing and monitoring multi-complex contracts.

Skill in resolving contract disputes.

Skill in managing multi-government contracts.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: The majority of work is in an office environment; there is occasional need to stand, stoop, walk and climb over rough terrain when engaged in archaeological and ethnographic inspections.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Anthropology; and three (3) years of experience in archaeological administration, contract, ethnographic surveys, scientific archaeological investigations, and research work.

PREFERRED QUALIFICATIONS:

- Three (3) years of experience in administering and managing archaeological contracts or projects.

THE NAVAJO NATION

Class Code: 3613
Professional and Technical Series
Archaeology Group
Overtime Code: Exempt
Pay Grade: 66

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.